



Vendor Application Packet

Aug 30 - Sept 2, 2013

Flagstaff, Arizona



2446 Fort Tuthill Loop

Flagstaff, Arizona 86001-8701

Phone (928) 679-8000 Fax (928) 774-2572

www.coconino.az.gov/parks





Coconino County Parks and Recreation

Fort Tuthill County Park

Flagstaff, AZ 86001

(928) 679-8000 Fax (928) 774-2572

February 4, 2013

Dear Potential Vendor:

The Coconino County Parks & Recreation Department is currently accepting applications for the 2013 Coconino County Fair. The Fair will be held at the County Fairgrounds in Fort Tuthill County Park, Flagstaff, Arizona on the following dates and times:

Friday, August 30	10:00 a.m. to 10:00 p.m.
Saturday, August 31	10:00 a.m. to 10:00 p.m.
Sunday, September 1	10:00 a.m. to 10:00 p.m.
Monday, September 2	10:00 a.m. to 4:00 p.m.

Coconino County Fair vendors have the opportunity to reach over 45,000 attendees during the four-day event. If you haven't experienced the product awareness and selling power of the Coconino County Fair, we encourage you to do so this year.

The "Early Bird" vendor special is only for local Coconino County based for profit businesses, placement of these vendors will be in a general non-premium outdoor location. The Midway isle between the main stage and the carnival entrance receives the most traffic of the fairgrounds. You may want to pay a little extra and apply for a premium Midway placement while space is available. Premium placements are also available at the main entrance of the fair.

If you are interested in applying for a booth at the 2013 Coconino County Fair, complete and return the attached application by the deadline. Ensure your application is correct and complete in order to avoid delays and increase chances of being selected. Do not send money or proof of insurance at this time. Once accepted into the fair, you will be asked to provide this information with your signed contract.

Applications are reviewed and accepted as follows:

1st review March 1, 2013

2nd review April 1, 2013

3rd review May 1, 2013

After May 1, applications will be reviewed on a first-come, first-serve, space-available basis. You will be notified of your acceptance or non-acceptance after the review deadline. You will not be guaranteed a spot until contract and payment have been received.

Please feel free to contact me at 928-679-8012 or lcCook@coconino.az.gov if you have any questions. We hope you decide to be a part of the best and largest event in northern Arizona.


Sincerely,

Lerin Cook

Lerin Cook, Fair Assistant

Application Selection

Procedure

- Interested vendors submit vendor applications to the Coconino County Parks and Recreation Department, producers of the Coconino County Fair.
- Applications must be completely and accurately filled out in order to be considered. Do not send payment with your application.
- Applications are reviewed and accepted based on the best interest of the Fair. Application review deadlines are:
 - 1st review March 1, 2013
 - 2nd review April 1, 2013
 - 3rd review May 1, 2013
- Upon approval of the vendor application, a contract will be issued.
- Applicants return payment, proof of insurance and IRS 501 (c) (3) (non-profits only) by the deadline noted on the contract. The following information is REQUIRED on the contract: SSN or Sales Tax Number or Tax Exempt Number.
- Since the fairground layout may change year to year, booth locations are assigned annually and are subject to change up until the beginning of the Fair. Returnees may request a specific location in the application, but not prior or during setup. Every consideration will be given to booth location requests should space be available, but requested space is not guaranteed. Booth assignments are made by the fair manager and are final.
- Vendors will be asked to complete and return an evaluation form before the conclusion of the Fair. Your input is important to us.
- A photo of your booth MUST accompany this application. We do not keep pictures or applications from past years so please enclose one with your current application. Applications without the required information will not be considered.
- Send application but do not send any money or insurance at this time. Payment and insurance coverage will be requested when a contract is issued. We do not keep records from previous years.
- Signed contract and payment must be received no later than the date noted on the contract. If the contract and payment are not received by the deadline, the vendor will not be considered. If you foresee any delay please contact Fair staff immediately.
- Application Packet Checklist:
 - ☐ Application
 - ☐ Photo of booth
 - ☐ Product List with pricing
 - ☐ Vendor needs
 - ☐ Booth diagram including- dimensions, storage, etc
-  Indicates what pages to send back
- **SEND APPLICATIONS TO:** COCONINO COUNTY FAIR
2446 FORT TUTHILL LOOP, FLAGSTAFF, AZ 86001
(928) 679-8012 Fax (928) 774-2572
Email: lcook@coconino.az.gov

Thank you for applying to the 2013 Coconino County Fair!



Vendor Information

Select the status of your organization

- | | |
|---|--|
| <input type="checkbox"/> AMUSEMENT/GAME VENDOR | <input type="checkbox"/> COMMERCIAL FOOD VENDOR |
| <input type="checkbox"/> INDOOR COMMERCIAL VENDOR | <input type="checkbox"/> MIDWAY COMMERCIAL VENDOR |
| <input type="checkbox"/> NON-PROFIT /COMMUNITY SERVICE | <input type="checkbox"/> OUTDOOR COMMERCIAL VENDOR |
| <input type="checkbox"/> NON-PROFIT <u>FOOD</u> VENDOR /COMMUNITY SERVICE | |
| <input type="checkbox"/> EARLY BIRD VENDOR (must be a Coconino County-based Business. Offer expires May 30, 2013) | |

YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT SUBMITTING THE INFORMATION REQUESTED. PLEASE READ AND COMPLETE THIS APPLICATION CAREFULLY.

CONTACT INFORMATION

Group/Organization/Business Name: _____

Contact Person: _____

Role in Organization: _____

E-Mail: _____

Daytime Phone Number: _____ Alternate Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Vendors are required to have public liability and bodily injury insurance at a minimum amount of \$1,000,000.00 for food vendors and \$250,000.00 for all other vendors.

Have you participated in the Coconino County Fair before? ☐ Yes ☐ No. If so, when: _____

Have you participated in other fairs or events? ☐ Yes ☐ No. If yes, please list three references.

Contact Person	Location	Name of Event	Phone Number
----------------	----------	---------------	--------------

- | | |
|----|-------|
| 1) | _____ |
| 2) | _____ |
| 3) | _____ |

Please give a brief explanation of your group or business purpose. _____

What does your group or business plan to do or sell at the fair? _____



Vendor Pricing Information

EARLY BIRD VENDORS

- Early Bird rates are good through **May 31, 2013** and available to Coconino County permanently, based commercial businesses only. All other fees apply (such as electrical hook-ups and additional badges). Indoor, Food and Midway locations are not available at Early Bird rates.
- Supply a *COMPLETE* list of products with prices to be sold at the Fair.
- Only approved items listed on the contract may be displayed and/or sold at the Fair.
- Submit a photograph of the booth with this application.
- Non-Premium Location
\$1.50 per sq. ft Up to 400 sq. ft. (10' X 10' minimum)

COMMERCIAL VENDORS

- Indoor Commercial Space (limited availability)
10' X 10' space-\$450.00 (minimum)
10' x 10' corner space-\$500.00
Additional 10' X 10' spaces-\$250.00
- Outdoor Commercial Space
MIDWAY Location NON – FOOD/BEVERAGE (Premium location, entrance to carnival, limited availability)
\$4.00 per sq. ft. Up to 400 sq. ft. (10' X 10' minimum)
401 sq. ft. or more \$1.25 per sq. ft.
Non-Premium Location (All other outdoor vendors, area subject to change from year to year)
\$3.00 per sq. ft. Up to 400 sq. ft. (10' X 10' minimum)
401 sq. ft. or more \$1.25 per sq. ft.
- Supply a *COMPLETE* list of products with prices to be sold at the Fair.
- Only approved items listed on the contract may be displayed and/or sold at the Fair.
- Submit a photograph of the booth with this application.

FOOD VENDORS

- Food vendor fee is \$4.00 per sq. ft. (minimum 10x10) Non-Profit Food Vendor fee is \$2.00 per sq. ft.
- Per square foot charge includes **trailer hitch, storage space, grills, open awnings**, etc. Please be accurate with your space requirements. Additional space needed during the fair, if available, will be charged double the price listed above. Staff will verify contracted space with actual space used during Fair.
- A diagram showing space layout and dimensions, including space needed for preparation, service, storage, trailer tongue, etc. MUST be attached.
- Coconino County Health Department guidelines for temporary food establishments must be adhered to. For more information call the Health Department at (928) 226-2710. Vendors must be able to provide their Coconino County Health Permit upon request.
- Supply a *COMPLETE* menu of products with prices to be sold at the Fair.
- Only approved items listed on the contract may be displayed and/or sold at the Fair.
- Submit a photograph of the service booth or trailer.



NON-PROFIT / COMMUNITY SERVICE

- Local Coconino County based Non-Profits are \$1.50 per sq. ft. (minimum 10x10)
- Indoor and outdoor premium locations are not available at community service and non-profit rates.
- Organizations must be able to supply a copy of the IRS 501(c) (3) status with the contract or provide proof of community/political service.
- Supply a complete list of products with prices and information (no more than \$15.00 per item). Only approved items listed on your contract may be sold or given away at the Fair.
- Submit a photograph of booth with application.

VENDOR BADGES

There will be no exceptions to the number of passes issues as complimentary and at reduces rates. Please ensure your organization is able to comply with this policy prior to applying. If accepted to the Fair, additional passes shall be paid in advance and will be issued at check-in.

- **Commercial & Food Vendors**

Each commercial and food vendor will receive four (4) badges (good for parking and admission for the entire Fair for four people) per contract, regardless of the size of the purchased booth. Commercial/food vendors may purchase up to two (2) additional badges at half price of the cost for adult admission and parking for entirety of the Fair. Additional passes or badges can be purchased at regular cost of admission and parking, see page 7.

- **Community Service/Non-Profit**

Each community service/non-profit vendor will receive eight (8) vendor badges (good for parking and admission for entire Fair for eight people) per contract regardless of the size of the purchased booth. Community service/non-profit vendors may purchase up to four (4) additional badges at half price of the cost for adult admission and parking for entirety of the Fair. Additional passes or badges can be purchased at regular cost of admission and parking, see page 7.

I acknowledge the Fair Pass Policy and accept the terms stated above. Applicant

Signature _____ **Date** _____



VENDOR REQUESTS

- | | |
|---|--|
| <input type="checkbox"/> AMUSEMENT/GAME VENDOR | <input type="checkbox"/> COMMERCIAL FOOD VENDOR |
| <input type="checkbox"/> INDOOR COMMERCIAL VENDOR | <input type="checkbox"/> MIDWAY COMMERCIAL VENDOR |
| <input type="checkbox"/> NON-PROFIT /COMMUNITY SERVICE | <input type="checkbox"/> OUTDOOR COMMERCIAL VENDOR |
| <input type="checkbox"/> NON-PROFIT <u>FOOD</u> VENDOR /COMMUNITY SERVICE | <input type="checkbox"/> EARLY BIRD VENDOR |

A booth diagram must be submitted in order to be considered for the Fair.
 Show your booth set up on the **Booth Diagram** on page 8 or on a separate sheet of paper.
**Include all square footage required for storage, hitches, awnings, etc.*

<u>Rental space required</u> (refer to page 5 for pricing)	<u>Quantity</u>	<u>Total Cost</u>
• Width(Frontage) X Depth = Total Sq feet		\$
Rental space sub total		\$
<u>Utilities Needed</u>		
• 110v/20amps \$17.00 each for entire Fair		\$
• 220v/50amps \$35.00 each for entire Fair		\$
• Additional 20amps \$12.00 each for entire Fair		\$
• Additional 20amps \$12.00 each for entire Fair		\$
• Water Hook-up \$20.00 each for entire Fair		\$
• Grey Water (wastewater)	Check: Yes No	\$ 0.00
Utilities sub total		\$
<u>Tent Rental</u> (Specify number of side wall needs)		
• 10'x10' - \$250.00 each	# Tents # Walls	\$
• 10'x20' - \$350.00 each	# Tents # Walls	\$
• 20'x20' - \$450.00 each	# Tents # Walls	\$
Tent sub total		\$
<u>Fair Badges/passes</u>		
• Commercial Vendors (select up to 4 complimentary badges)		\$ 0.00
• Non-profit Vendors (select up to 8 complimentary badges)		\$ 0.00
• Additional badges at 1/2 price \$26/badge (limit 4 additional)		\$
• Additional badges at full price \$52.00		\$
Badges sub total		\$

GRAND TOTAL VENDOR SPACE (Due no later than deadline noted on contract)

\$ _____



Booth Diagram

Square footage includes space for trailer hitch, storage, grills, open awnings, etc.

Use the space below to demonstrate your booth or trailer set up (placement of tables, chairs, grills, displays, etc.)

In addition please submit a photo of booth or trailer.

WIDTH



- Width (FRONTAGE-*servicing side*)

What is the width needed? _____

- Depth (*from front to back of space*)

What is the depth needed? _____

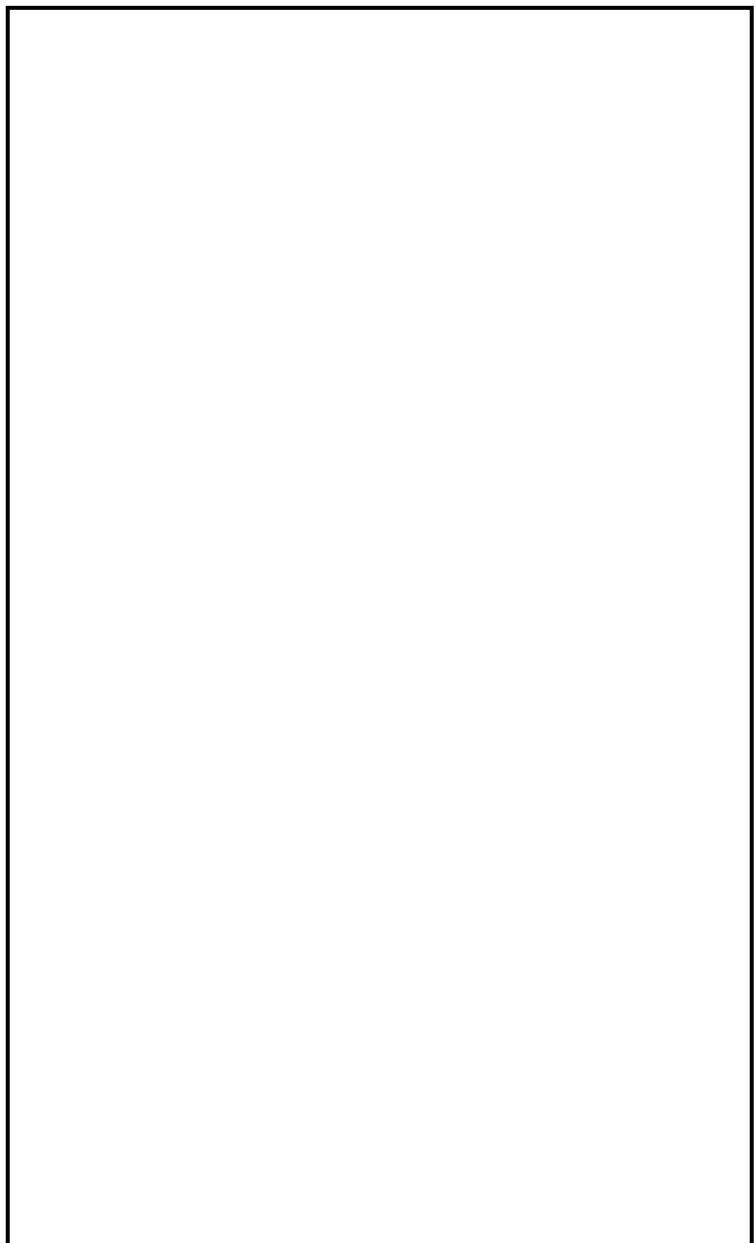
- Width _____ X Depth _____

=Total Square Feet _____

EX: Width (FRONTAGE) 10' X Depth 20'

=Total Square Feet 200'

D
E
P
T
H



Attention Vendors!!!



FOOD VENDORS - GREEN TEAM

CCPR is committed to make the fair environmentally friendly and we would appreciate your support. This is a voluntary request; however we encourage everyone to participate. All participating vendors will be given a sign which will attract customers looking to support vendors that are more sustainable. Also, the Green Team crew will come around periodically to participating vendors to help remove recyclable materials from your booths.

It's easy to participate! Separate grease, cardboard, plastic, aluminum and glass. This only takes a few extra minutes, but it makes a huge and positive impact on the environment. We hope you decide to participate and be part of our Green Team. If you would

_____ **Yes, I'd like to participate.**

_____ **No, Thank you.**



FOOD VENDORS – Superintendent Meal Coupon

Fair Superintendents are critical to making the Fair a success. We would like you to participate in our program to provide meals for fair Superintendents. Fair management will create \$5.00 meal coupons for Superintendents to redeem at your booth. At the end of the Fair, all you need to do is come to the main office to redeem the coupons for cash. This doesn't cost you anything, but a little bit of time.

_____ **Yes, I'd like to participate.**

_____ **No, Thank you.**

ALL VENDORS - Dollar Day

Dollar Day was such a huge success last year that we are bringing it back. Food vendors participating in this program are asked to sell one item (or more) for \$1. This can be items such as a small drink, a small ice cream cone, hot dog, etc. Dollar Day will be on **Friday, from 10 am—7pm**. The Dollar Day program serves a good promotion for the fair and gives all everyone a chance to purchase something during Friday Kids Day. CCPR will provide all food vendors with a sign to advertise this program.



_____ **Yes, I'd like to participate.**

_____ **No, Thank you.**



What \$1 item will you offer: _____

ALL VENDORS - Coupon Book

CCPR would like to help you increase customer traffic and your profits! In an effort to entice customers to your booth, we are giving vendors an opportunity to create a coupon offer during the fair. CCPR will design, print and produce the coupon books and will sell them for a nominal fee. A map will accompany the book for the customer's convenience. The cost to you is whatever you would like to offer the consumer.

That's it! CCPR will do the rest. If you are interested in participating, please fill out the information below. It is on a first come, first serve basis, so please respond today! Coupon Size: 4 ½" Length x 2 ½" Width

_____ **Yes, I'd like to participate.**

_____ **No, Thank you.**

Business Name: _____

Contact Name: _____

Name Featured in ad: _____

Offer: _____

Validation Information (i.e.: one per person, no limit, etc.): _____

DETAILS: Proofs of the final ad design and layout will not be available. CCPR reserves the right to make editing changes. Changes to an offer will not be accepted once submitted. The book will be printed in black and white. All proceeds made from the sale of the books will be retained by CCPR. Artwork is at the discretion of CCPR. If you would like to submit a JPG image of the item you are featuring, please email it to Laura at ldavis@coconino.az.gov. Artwork must be received at the time of submitting your request. Contract payment and artwork **MUST BE** submitted by July 15, 2013 to be included in the coupon book.

Fair Rules & Procedures

- **Fair Dates & Hours**
 - Friday, August 30 10 a.m. - 10 p.m.
 - Saturday, August 31 10 a.m. - 10 p.m.
 - Sunday, September 1 10 a.m. - 10 p.m.
 - Monday, September 2 10 a.m. - 4 p.m.
- **Fair Set-up Dates & Hours**
 - Wednesday, August 28 8 a.m. - 5 p.m.
 - Thursday, August 29 8 a.m. - 5 p.m.
- **Booths must be manned** during all days and all hours of the Fair (as noted above.) With written approval from the Fair Manager, exceptions may be made for non-profit vendors only. Non-profit organizations should forward requests to the Fair Manager no later than August 13, 2013. Non-profit vendors must stay until 8 pm on Friday through Sunday. Do not request to leave earlier than 8 pm. No exceptions will be granted for Monday, the last day of the Fair. Violators of this request will not be invited to future fairs.
- **Storage fees per night - Trailer Storage subject to space availability**
 - Trailer Storage (under 25 ft, in approved location) without Electricity \$9, with \$13
 - Trailer Storage (over 25 ft, in approved location) without Electricity \$13, with \$16
 - Trailer storage is available one week before the Fair and no longer than two weeks after the last day of the Fair (pending space and availability.) Make arrangements with CCPR at(928)679-8000
 - Storage fees are subject to change without notice.
- **Coconino County will not be responsible** for any loss and/or damage to vehicles, trailers, product or equipment held in storage. The vendor agrees to hold Coconino County, their agents and employees harmless from any loss, risk, cost and expenses including attorney's fees, arising out of or relating to the contract, or any of the actions or activities of the exhibitor or any occurrences or claims associated with or arising out of the exhibitor's activities or occupancy of the storage space at Fort Tuthill County Park.
- **NO animals** are allowed on the fairgrounds or left in vehicles. Exceptions will be made for credited service animals, and animals participating in Fair exhibitions and entertainment.
- **Booths must be arranged** to not obstruct view of other booths or create a potential hazards.
- **Tacking, posting, or placement of advertisements outside of the designated contracted space will not be permitted.** Vendors shall keep their equipment, displays, product, and information within the confines of their contracted booth space. Exhibitors are expected to keep their designated spaces clean and neat at all times. Prior to closing each evening all refuse must be placed in trash receptacles.
- **Vendor Parking**
 - Vendor parking is located in the Navajo Ramada parking lot, overnight camping is not permitted in this area and **utilities are not available.** For online camping reservations visit www.activenet.active.com/coconinoparksandrec or call 928-679-8000 before May 1 or 928-774-3464 after May 1.
 - Camping and parking is limited and is on a first come, first serve basis.
 - Parking must occur in designated parking areas.
 - **Violators will be towed at their expense.**

- **Utilities**

It is essential to list all electrical needs on the application, regardless of the status of the organization. If additional electrical, water hook-up, or space is requested after set-up, the rate will be double the listed rate, and will be provided only if available. On-site electrical labor will be charged at \$44.00 per hour. On-site water hook-up is \$40.00 per hook-up. Please be accurate with your space requirements. Additional space, if available will be charged double the price listed here. Staff will verify contracted space with actual space used during the Fair.

- **Set-up Time & Days**

- **Food Vendors** – All food trailers must be in position no later than 12 pm the Wednesday before the Fair (first day of set-up.) Food vendors may arrive for early set-up no sooner than the Saturday prior to the first day of the Fair. Arrangements for early arrival **must be made in advance** by calling 928-679-8012. Trailer storage fees will be charged for trailers arriving before this time and trailers will be required to park outside the fairgrounds in staff approved areas. Food vendors arriving for set-up beginning the Saturday before the Fair will not be charged storage fees.

- **Outdoor Commercial Vendors w/ Trailers** – Outdoor, non-food vendors with trailers must be in position no later than 5 pm the Wednesday before the Fair. Trailer storage fees will be charged for trailers arriving before Wednesday and trailers will be required to park outside the fairgrounds, if space is available.

- **Outdoor Commercial Vendors w/ Booths** – Set-up for outdoor, non-food vendors with booths/canopies/tents will occur between 12 pm and 5 pm on both set-up days (Wednesday and Thursday before the fair). All booths must be in position no later than 5 pm Thursday.

- **Indoor Vendors** – Vendors will be admitted for set-up between 8 am to 5 pm on Wednesday and Thursday before the Fair.

- **Disassembling/Tear-down Times**

- For the purpose of public safety vehicles are not permitted on the fairgrounds prior to the grounds being deemed safe by Fair Management on the last day of the Fair – no exceptions. **Hand carts are permitted and encouraged**. Vehicles must remain in designated parking spaces until permitted onto fairgrounds. An announcement will be made when it is safe to bring vehicles on to the grounds.

- If you are able to dismantle and exit the fairgrounds without bringing in a vehicle (i.e. using a hand cart), you may leave any time after 4 pm.

- Vehicles must not obstruct roadways, drive-through gates, doors, pedestrian's passage, fairgrounds in your vehicle or stop in the roadway and please do not circle the property to pick up passengers

- **Vendors are required** to remove all product, equipment, containers, boxes, trash, etc. from around and within contracted space. Violators risk not being invited to future fairs. Vendors are expected to properly dispose of all their waste. Please not leave any unwanted boxes, crates, equipment, etc. on the fairgrounds.

- **Commercial Building doors** will be unlocked each morning of the fair at 9 am. The doors will be locked for the night at 10:15 pm, Friday through Sunday of the Fair. Security is provided for the entirety of the fairgrounds, not exclusively for the Commercial Building. Do not use the walk through doors to exit the east of building during Fair hours.

- **Restocking times**

- 8 a.m. - 9:30 a.m.

- All vehicles **must be** removed from the fairgrounds by 9:30 am

- **Overnight security is provided** beginning 5 pm on Wednesday before the Fair through 7 am Tuesday, the day after the Fair. Security is contracted by Coconino County Parks & Recreation and security is responsible for overnight watch of the fairgrounds and supplemental public safety during certain Fair hours.

- In the interest of keeping a dynamic, exciting fair, exhibitors from previous Fairs may not receive an invitation to return.

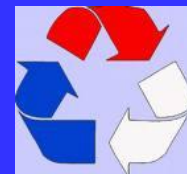
PEPSI-COLA BOTTLING CO. OF FLAGSTAFF-NACKARD BEVERAGES

Remains the Official & Exclusive Beverage Sponsor of the 64th
Annual Coconino County Fair!

- ALL VENDORS (non-profit, community-based, food and commercial) MUST SERVE PEPSI PRODUCTS ONLY including but not limited to soft drinks, energy drinks, and water.
- ALL VENDORS selling beverages are REQUIRED to order all products from Pepsi Cola of Flagstaff - Nackard Beverages.
- Vendors at the Fair may also use **PEPSI event equipment** including umbrellas, ice barrels, beverage carts, concession trailers, and special event fountain units, **upon reservation and availability ahead of time**. Other point of sale materials featuring competitive brands will not be allowed.
- For special Coconino County Fair pricing and product orders, call (928)522-2136.

Coconino County Fair Recycles!

- Recycling containers will be provided. Please separate your trash from your recyclables.
- Vegetable oil collection barrels will be provided to collect used oil.
- Styrofoam serving materials are not permitted at the Fair (cups / plates etc). Vendors must use sustainable serving materials.



Helpful Information

CCPR Fairground Campground:

Before 1 May 1 – (928) 679 8000

After May 1 – (928) 774 3464

Other Campgrounds in the Flagstaff Area:

Black Bart's RV Park – (928) 779 3142

Kit Carson RV Park – (928) 774 6993

KOA/Flagstaff – (928) 526 9926

Munds Park RV Park – (928) 286 1309

U.S. Forest Service – (928) 527 3600

Equipment Rental (Tents, Tables, Chairs, Etc):

Total Grand Rental Station - (928) 774 2721

United Rentals - (928) 526 3287

Employment Contractors/Temporary Hire Agencies:

Allied Forces – (928) 773 8904

Command Center – (928) 526 2691

Flag Staffing Source – (928) 226 1290

Kelly Services – (928) 526 5662

Labor Systems – (928) 773 1234

Performance Staffing – (928) 526 6499

Flagstaff Farmer's Market – (928) 774 4500

Additional Information:

Flagstaff Chamber of Commerce - (928) 774 4505

Luke Air Force Base Recreation Area at Fort Tuthill

(active duty/retired military only) (928) 774 8893

Flagstaff Visitor Center - (928) 774 9541

Grand Canyon - (928) 683 7888

Radisson Hotel – (928) 773 8888

